

~~SECRET~~

2 DEC 1957

MEMORANDUM FOR: Chief, Central Cover Division 9

SUBJECT : Common Employee Index Number

REFERENCES : (a) Memorandum for Chief, Management Staff from Deputy Comptroller, dated 12 July 1957, same subject.
(b) Memorandum for Deputy Comptroller from Chief, Business Machines Services, Management Staff dated 15 November 1957, same subject.

1. This Office recommends consideration of a modified plan for a common index number for all Agency employees. The proposal is that the employee number assigned by the Office of Personnel be used for payroll, accounting, and other purposes as a common index or record control number, as outlined in Reference (a) copy of which is attached.

2. Feasibility of the proposal was considered and approved by Management Staff as indicated in Reference (b), copy attached.

3. Concurrence and comments of your Office are requested on the attached proposal.

E. R. SAUNDERS
Comptroller

25X1A

Attachments:

~~SECRET~~

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

TAS, Office of the Comptroller
200 Alcott Hall, ext. [REDACTED]

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller
1039 Alcott Hall

2 Dec 57

SAH

2. Central Cover Branch
1708 "L" Building4
Dec 57

HAF

3.

4.

Comptroller - 1039
Alcott Hall160
1000

1215

5.

6.

7.

9.

10.

11.

12.

13.

14.

15.

SIGNATURE

254

cover has no objection to
this proposal. CCIB will still
have to use its own
system for dealing with
[REDACTED] - but since this serves

25X1C4A

a different purpose see no
conflict.

HAF

36716

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ROUTING AND RECORD SHEET

SF - 9185

SUBJECT: (Optional)

FROM:			NO.
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	REC'D	FWD'D	
1. Comptroller 1039 Alcott Hall			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
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15.			

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FORM
1 DEC 55610 USE PREVIOUS
EDITIONS SECRET CONFIDENTIAL CIA INTERNAL
USE ONLY UNCLASSIFIED

TRANSMITTAL SLIP		DATE
		17 Dec 57
TO: Comptroller <i>[Signature]</i>		
ROOM NO.	BUILDING	
1039	Alcott	
REMARKS: 		
FROM: Director of Security		
ROOM NO. 2058	BUILDING I	EXTENSION 645

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)